



Event ID#

For City Use Only

City of Sunnyvale

Community Event Application Form

Dear Event Organizer:

Thank you for your interest in holding a community event in Sunnyvale. Special events can be important ways to build community and celebrate the City's diversity, heritage, and uniqueness. Depending on the nature of your event, you may need to obtain permits or approvals to ensure a well-planned, safe event. The City of Sunnyvale has created a simplified process to help you determine what types of permits and approvals you will need. Simply fill out the enclosed community events application and submit it to the City **at least 60 days before your event**.

Once we receive your application, one or more City representatives will contact you to let you know of any permits, approvals, or fees that apply. After you have obtained these, we will send you a final event approval form. We appreciate your time and interest in planning a successful and safe event. A well-planned event translates to a successful activity that benefits both the City and the community. If you need further assistance, call (408) 730-7535 or email events@ci.sunnyvale.ca.us.

SECTION 1: CONTACT INFORMATION

Event Title:

Today's Date:

Applicant:

Organization:

Phone:

E-mail:

Mailing Address:

SECTION 2: EVENT INFORMATION

Sunnyvale Community Event Application

Setup _____ Date: _____ Time: _____

Event Ends _____ Date: _____ Time: _____

Event Starts _____ Date: _____ Time: _____

Dismantle _____ Date: _____ Time: _____

ANTICIPATED ATTENDANCE: _____ Total: _____ Per Day: _____

LOCATION OF EVENT (please be specific): _____

CITY FACILITIES

Do you plan to hold your event at a City building or park? ☐ Yes or No ☐

If yes, which facility? _____

Have you reserved the facility yet? ☐ Yes or No ☐

Are you interested in advertising your event at one of the City's banner sites? ☐ Yes or No ☐
If yes, someone from the Department of Parks and Recreation will contact you with more information.

BLOCK PARTIES AND STREET CLOSURES

Is this event a block party? ☐ Yes or No ☐

Will this event require any City streets to be closed? ☐ Yes or No ☐

If yes, which streets (please specify cross-streets)? _____

Does this event involve a parade? ☐ Yes or No ☐

FOOD AND ALCOHOL

Does your event include food concessions and/or preparation areas? ☐ Yes or No ☐

Do you intend to cook food in the event area? ☐ Yes or No ☐

If yes, please describe how food will be served or prepared: _____

Specify cooking method: ☐ Gas ☐ Electric ☐ Charcoal
☐ Other (specify) _____

Does your event involve the use of alcoholic beverages? ☐ Yes or No ☐

If yes, please check all that apply: ☐ Free Alcohol ☐ Alcohol Sales ☐ Distilled Spirits
☐ Beer ☐ Wine

If you plan to sell or furnish alcoholic beverages at your event, you are required to obtain a permit from the State Department of Alcoholic Beverage Control. The public consumption of alcohol is illegal in some parts of the City. If your event includes the use of alcohol on City property, you will need to provide Liquor Liability Coverage on your certificate of insurance.

PORTABLE REST ROOMS

You are required to provide portable rest room facilities at your event, unless you can substantiate the sufficient availability of both Americans with Disabilities Act and nonaccessible facilities in the immediate area of the event site which will be available to the public during your event. The Santa Clara County Department of Health Services recommends one portable toilet for every 250 people or portion thereof who attend your event.

Do you plan to provide portable rest room facilities at your event?

☐ Yes or No ☐

If yes, total number of portable toilets:

Number of ADA-compliant accessible portable toilets:

LIGHTING AND SOUND

Will you be using any amplified sound (ie. public address system)?

☐ Yes or No ☐

Will this event use any lighting?

☐ Yes or No ☐

Will you be using any type of generator?

☐ Yes or No ☐

If yes, please describe:

MISCELLANEOUS

Will this event feature any hands-on attractions such as bounce-houses or petting zoos?

☐ Yes or No ☐

If yes, please describe:

Does this event involve a car wash?

☐ Yes or No ☐

Will you be using a tent or other temporary structure?

☐ Yes or No ☐

If yes, please describe:

Please provide a site plan/route map for your event. Attach additional sheets as necessary. The map should include:

- An outline of the event site including the names of streets or areas that are part of the venue and the surrounding area. If the event involves a moving route of any kind (such as a parade), indicate the direction of travel, including the starting location and ending destination.
 - Any street or lane closures and parking tow zones.
 - The locations of fencing, barriers, or barricades. Include any removable fencing for emergency access.
 - The location of first-aid facilities.
 - The locations of all stages, platforms, booths, cooking areas, trash containers, etc.
 - Food booth and cooking area configuration including all vendors cooking with flammable gases or barbecue grills.
 - Generator locations and/or source of electricity.
 - Placement of vehicles or trailers used for the event.
 - Anticipated parking locations.
 - Placement of promotional signs or banners.
 - Placement of portable toilets/restroom facilities.
 - Exit locations for outdoor events that are fenced.
 - Locations of all other event activities.
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Please provide a description of your event, including activities, timeline, and sequence of events.

Please describe your security plan, including crowd control.

In order to comply with the Americans with Disabilities Act, describe how your event will be accessible to people with disabilities.

Please describe your emergency/medical plan, including your communications procedures.

Please describe your plan for cleanup and removal of recyclable goods and garbage during and after your event.